

Annex 11

The New CETAF Passport and Collection Registry

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1. INTRODUCTION



The new CETAF Registry of collections and integration of the current CETAF passport.

A collection information hub for the European Natural Science Community

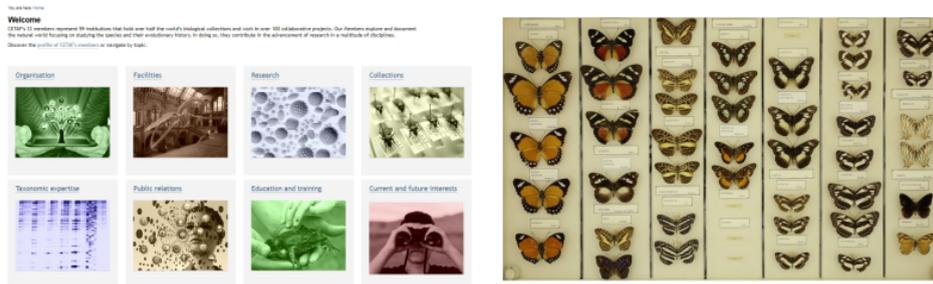


Figure 1. The CETAF Collection Registry

CETAF is the European Consortium of Taxonomic Facilities.



What is CETAF?

A strong community of 63 natural science collection holding institutes across 22 European countries - and growing!

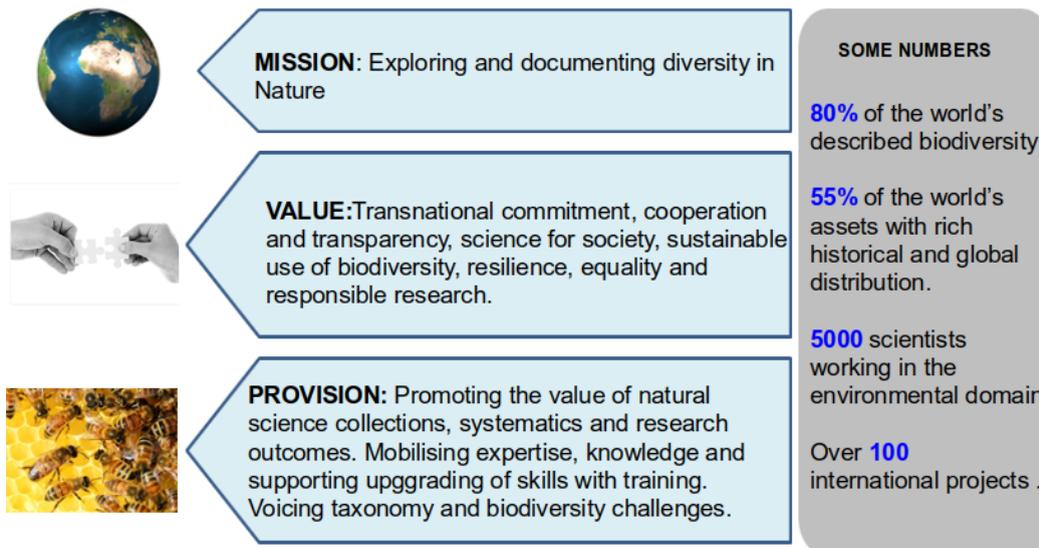


Figure 1. The CETAF Roles

RBINS, RMCA and BGM are members of CETAF as the largest collections based taxonomic infrastructure in Belgium.

The existing CETAF Passport provides a set of information related to the different activities of the CETAF members.

IDENTIFICATION
Institution (Original name)
Institut royal des Sciences naturelles de Belgique / Koninklijk Belgisch Instituut voor Natuurwetenschappen

DIRECTOR AND PERSONNEL

FACILITIES

RESEARCH

COLLECTIONS

TAXONOMIC EXPERTISE

PUBLIC RELATIONS AND COMMUNICATIONS

EDUCATION AND TRAINING

CURRENT AND FUTURE INTERESTS

MAIN ADDRESS
Street
Rue Vautier 29
Postal code
1000
City
Brussels

POSTAL ADDRESS
Country
Belgium
Phone
(+32) 2 627 42 38
(+32) 2 627 42 65
(+32) 2 627 42 11
E-mail
info@naturalsciences.be
Website
Royal Belgian Institute of Natural Sciences

News
The Final BIOTALENT Conference
Pan-European Biodiversity Monitoring Workshop at Biodiversity Next
Biodiversity Next: Conference Participation Grant
Apply for DISSCo's two advisory boards!
Warm welcome to Leif Schulman, CETAF's new Chair

October

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Forthcoming Events

Figure 3. Existing CETAF Passport

The level of information is general and the collections are described by indicators without details at the collection level.

IDENTIFICATION

DIRECTOR AND PERSONNEL

FACILITIES

RESEARCH

COLLECTIONS

TAXONOMIC EXPERTISE

PUBLIC RELATIONS AND COMMUNICATIONS

EDUCATION AND TRAINING

CURRENT AND FUTURE INTERESTS

EARTH SCIENCES (Geology, Mineralogy, Palaeontology,...)

Typology	Primary types	Individual specimens/objects	% registered cards	% recorded cards in database
1.1.Palaeontology	40000		22	
1.2.Mineralogy	3		100	

LIFE SCIENCES (Zoology, Biology, Botany, Mycology,...)

Typology	Primary types	Individual specimens/objects	% registered cards	% recorded cards in database
2.1.Zoology	200000	30650000	15	

Total specimens (all collections)
30,650,000

Heritage sciences (art, manuscripts, maps, photographs...)
scientific books: 300 000 titles journals 450 000 volumes

GENETIC REPOSITORIES
Does your institution have a DNA bank?
No
Does your institution have a seed bank?
No

COLLECTION'S RELATED INFORMATION
Number of outgoing loans (parcels / specimens) per year
2013 = 304 loans (scientific and exhibitions)
Number of scientific visitors per year
1488

News
SYNTHESYS+ Workshop on Training Needs
DISSCo Rising - the Digital Transformation of Natural Science Collections
CETAF E-SCORE Award for Excellence in Research Based on Natural Science Collections - First Edition 2020
Call for Applications - DISSCo General Assembly Membership
CETAF at Strategic Workshop for Biodiversity Partnership

March

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Last update 09.25.19

Figure 4. Existing CETAF Passport about collections

2. METHODOLOGY

The development of the DiSSCo infrastructure requires more detailed information about the different collections housed by the institutions. The digitization of the collections at the specimen level is a long term process and today only 10 % of the collections are digitized at this level. The information available through international aggregators like GBIF is thus a small proportion of the physical collections housed by CETAF members. It is important to have a set of collections descriptors which provides information for the scientists, the collection curators/managers and the management officers.

The Natural Heritage approach and technologies developed in the framework of the project were used to develop this important tool in the setup of the DiSSCo infrastructure. It is the first spinoff of the NaturalHeritage project at the european level. The goal is to allow CETAF to be the data authority for the CETAF members concerning the data collections and the facilities and scientific instruments. The encoded information can then be used for CETAF activities or shared with other international infrastructures / services / aggregators avoiding multiple inputs.

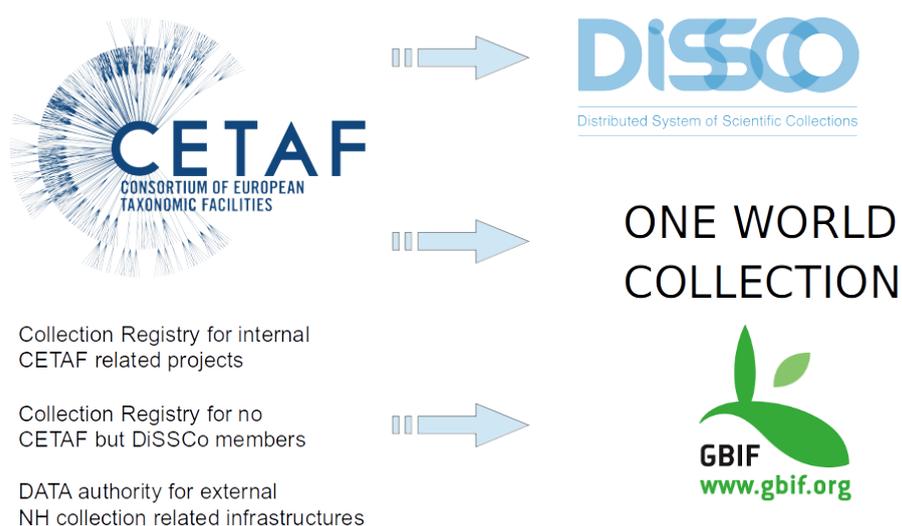


Figure 5. CETAF Collections Registry and other International hubs

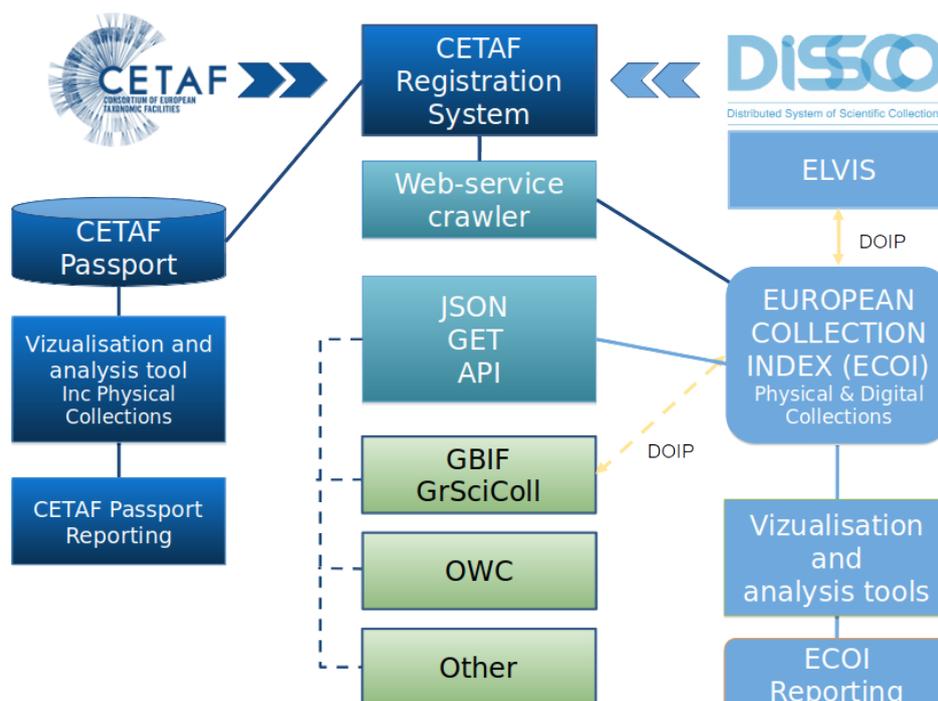


Figure 6. Workflow of the CETAF Collections Registry and other International hubs

The new CETAF Passport is developed using the Plone 4.3 CMS and the Dexterity tool allowing to create objects data models describing the different sections of the CETAF Passport without coding:

The new CETAF Passport / Collections Registry provides a unique entry point for the data providers. All information is public with the exception of the Financial information which has limited access. The access rights are given at the object level for roles by institution. The acces is thus not allowed to an individual person but to the institution representative.

3. INFRASTRUCTURE

The server for the CETAF Passport and CETAF / DiSSCo collections registry is based on a Plone 4.3 server hosted by RBINS on the same physical server as the other Plone 4.3 RBINS servers dedicated to collections and library.

4. RESULTS

4.1 CETAF PASSPORT

4.1.1 The Institution

The Institution is the higher hierarchical level in the CETAF Passport and CETAF collections registry. Each institution is defined by its unique identifiers like. This is important to mix data coming from different data providers.

Field	Example	Description
Unique Acronym	BE-RBINS	"ISO code of Country"-"Acronym of the Institution"
GRSciColl code	RBINS	
Wikidata ID	Q16665660 (https://www.wikidata.org/wiki/Q16665660)	
GRID ID	grid.20478.39 (https://www.grid.ac/institutes/grid.20478.39)	

The institution is also defined by its international name (English name) and by its legal name(s). For each legal name, there is also a ISO list of languages allowing to precise the used language.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#)

Royal Belgian Institute of Natural Sciences

















— Identifications —

Unique Acronym
"ISO code of Country"-"Acronym of the Institution" e.g. BE-RBINS
BE-RBINS

GRSciColl code
e.g. RBINS for Royal Belgian Institute of natural Sciences
RBINS

Wikidata ID
e.g. Q16665660 for RBINS (<https://www.wikidata.org/wiki/Q16665660>)
Q16665660

GRID ID
e.g. grid.20478.39 for RBINS (<https://www.grid.ac/institutes/grid.20478.39>)
grid.20478.39

International Name
English Name of the institution
Royal Belgian Institute of Natural Sciences

Figure 7. Home view of an institution with the top menu to open some sub-sections

The  icon allows editing the institution information.

The  icon allows exporting the institution information as an XLS file.

The  icon allows to view or edit the link url of the institution website (use the UK version if available).

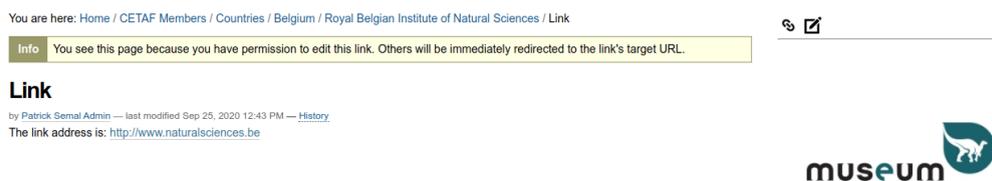


Figure 8. View of the main URL of an Institution

Click on  on the right menu if you have the edition rights and change the url if needed.

Edit Link

Links to an internal or external resource.

Default Categorization Dates Creators Settings

Title

Link

Description
Used in item listings and search results.

Format (no change)

URL

Change note
Enter a comment that describes the changes you made.

Figure 9. Edit view of the main URL of an Institution

Otherwise, if you do not have the edition rights you will open the website of the institution.

A view will display the dashboard of the institution. The dashboard view was developed by the Synthesis + project. The view summarizes the main information for the institution derived from the Passport information in a graphic way. The integration in the CETAF Institution Passport is done with an IFrame. (*This view is not yet available at the institution level and should be developed*).

The institution information also provides the list to the annual reports .

The field is "Rich Text" which allows users to copy/paste information including tables and links to the pdf files of the annual report(s) or to display directly the Annual Reports page of the institutional website using an Iframe. This option avoids the annual update of the information.

Some institutional websites do not allow the display of their pages in Iframes (e.g. NHM, GBIF). In this case, the security parameters of the institution website have to be adapted to allow this display.

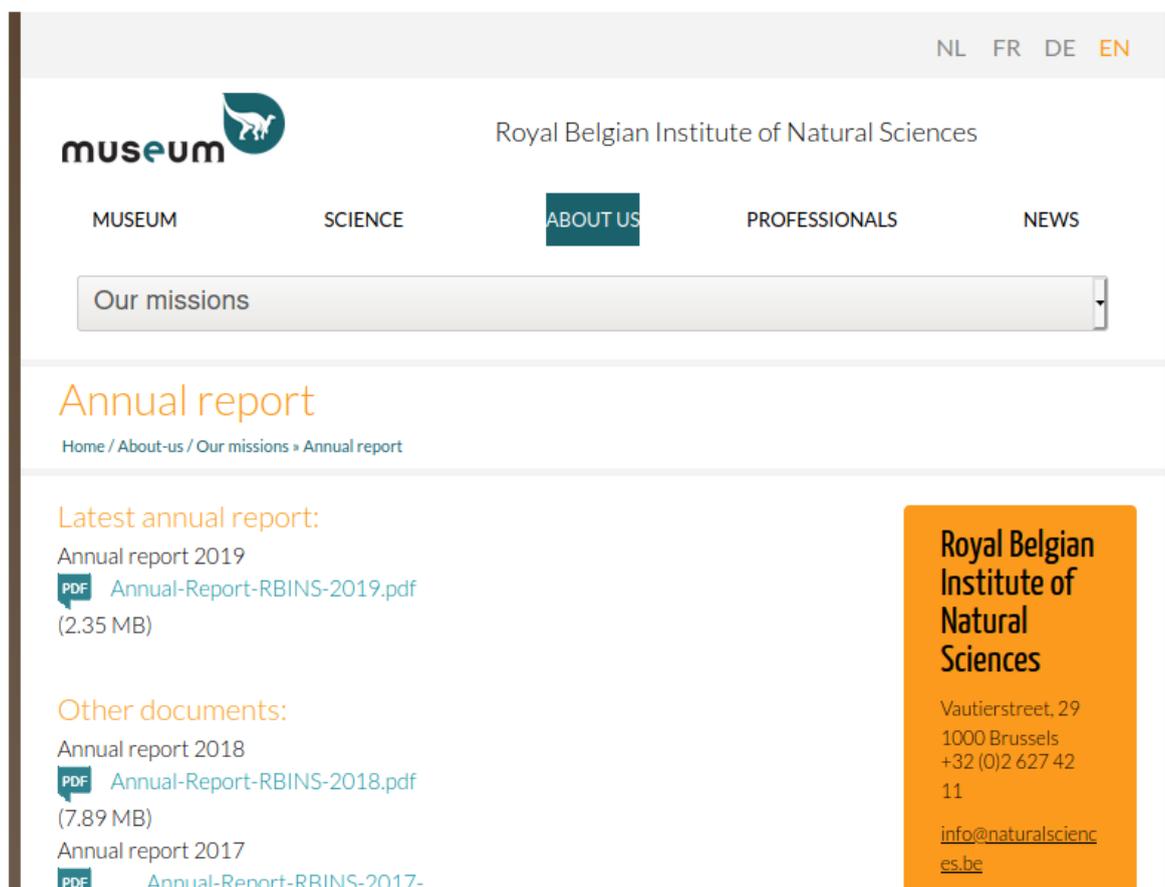


Figure 10. Annuals reports of an Institution using an Iframe

The edit the code of the Iframe in the Annual Reports view:

1. choose source in the WYSIWYG editor (top left icon)
2. copy the following html code

```
<h6><a href="https://www.naturalsciences.be/en/about-us/mission/annual-report"
target="_blank">view in fullscreen</a></h6>
<div><iframe height="600px"
src="https://www.naturalsciences.be/en/about-us/mission/annual-report"
width="800"></iframe></div>
```

3. Change the **link url** and add the url of the Annual reports page of the website of the institution.

Each institution is also described by children objects accessible by parent institution or by thematic list:

-  Institution
-  Organisation
-  Collections
-  Facilities
-  Research
-  Taxonomic Expertise
-  Public relations & Communication
-  Education and Training
-  Interests & Involvement
-  Finances

Figure 11. The Icones menu to select sections of the CETAF Passport

You are here: Home

Welcome

CETAF's 33 members represent 59 institutions that hold over half the world's biological collections and work in over 100 collaborative projects. Our Members explore and document the natural world focusing on studying the species and their evolutionary history. In doing so, they contribute in the advancement of research in a multitude of disciplines.

Discover the profile of CETAF's members or navigate by topic.



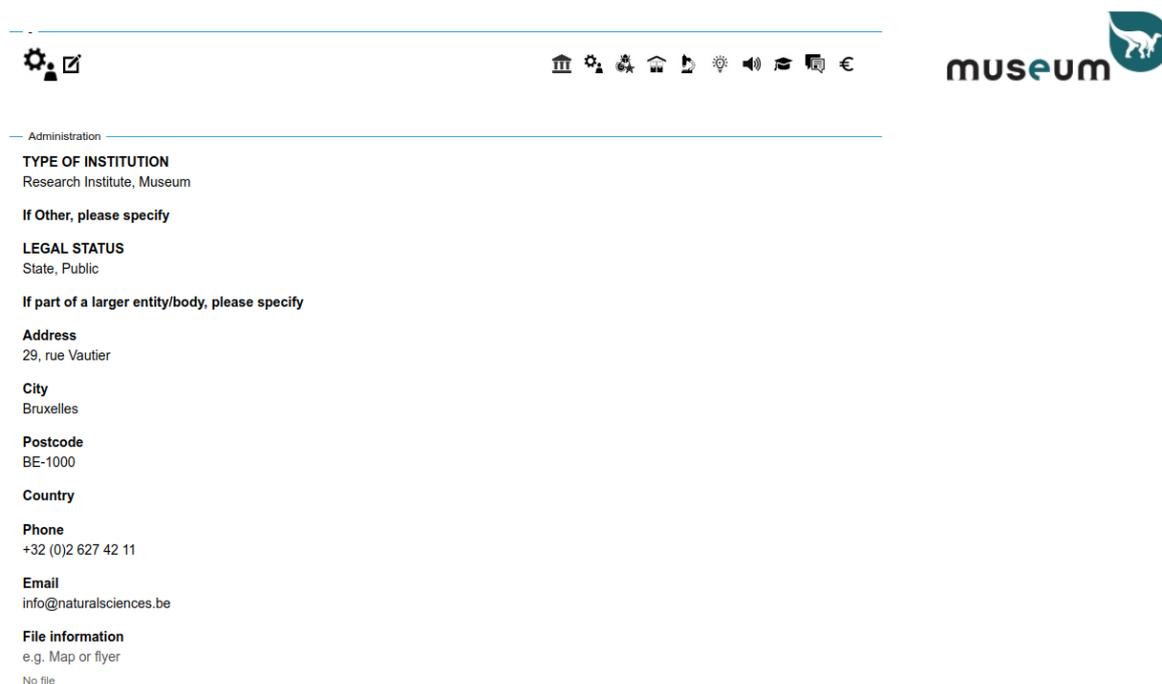
Figure 12. Welcome screen and Passport Sections

4.1.2 Organisation

The Organisation Passport describes the administrative information of the institution as legal status, adresse(s), direction and structure, staff and CETAF membership. The Organisation information is a child object of the Institution.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Organisation](#)

BE-RBINS Passport Organisation



Administration

TYPE OF INSTITUTION
Research Institute, Museum

If Other, please specify

LEGAL STATUS
State, Public

If part of a larger entity/body, please specify

Address
29, rue Vautier

City
Bruxelles

Postcode
BE-1000

Country

Phone
+32 (0)2 627 42 11

Email
info@naturalsciences.be

File information
e.g. Map or flyer
No file

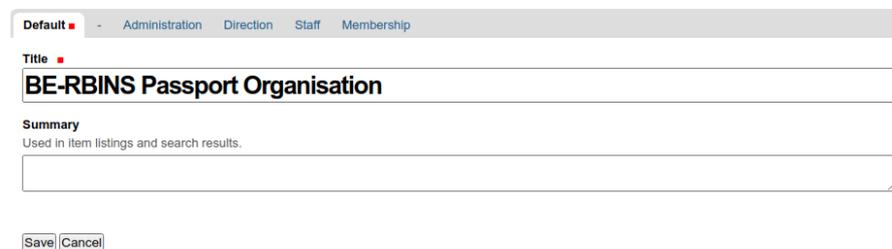
Figure 13. The Organisation Section of an Institution

The  icon allows editing the institution information.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Organisation](#)

Edit CETAF Passport Organisation

None



Default - Administration Direction Staff Membership

Title
BE-RBINS Passport Organisation

Summary
Used in item listings and search results.

Save Cancel

Figure 14. The Edit interface of the Organisation Section of an Institution

The Organisation information is divided in 4 sections:

Section Administration

- Type of Institution (Multiple choice)
 - If Other, please specify
- Legal Status (Multiple choice)
 - If part of a larger entity/body, please specify
- Address
- City
- Postcode
- Country
- Phone
- Email
- File Information

Section Direction

- Title(s) (Choice)
- First name(s)
- Last Name(s)
- Phone
- Email
- Field / Discipline (Choice)
- Discipline if Other
- Structure Chart (Rich Text)
- Structure Chart (File)
 - this allows to upload a file with the description of the structure
- Governing and executive bodies: (Rich Text)

Section Staff

- Scientific staff Permanent (P) (Floating point number)
- Scientific staff non Permanent (NP) (Floating point number)
- Scientific staff linked to Collections Permanent (P) (Floating point number)
- Scientific staff linked to Collections non Permanent (NP) (Floating point number)
- Scientific staff Post-docs / PhD students non Permanent (NP) (Floating point number)
- Scientific staff Others (Associates, etc.) (Floating point number)
- Exhibition Permanent (P) (Floating point number)
- Exhibition non Permanent (NP) (Floating point number)
- Collection managers / technicians Permanent (P) (Floating point number)
- Collection managers / technicians non Permanent (NP) (Floating point number)
- Others administrative Permanent (P) (Floating point number)
- Others administrative non Permanent (NP) (Floating point number)
- Males Permanent (P) (Floating point number)
- Males non Permanent (NP) (Floating point number)
- Females Permanent (P) (Floating point number)
- Females Permanent (NP) (Floating point number)
- Total number Staff and Externalized services (Floating point number)
- 1. Staff number (Rich text)

- 2. Externalized services (Subcontracted and/or Concessions) (Rich text)

Section Membership

- Membership Date
- Category (Choice)
- Official representative
 - Official representative Title(s) (Choice)
 - Official representative First Name(s)
 - Official representative Last Name(s)
 - Official representative position in the Institution
 - Official representative Phone
 - Official representative Email
 - Official representative Field / Discipline (Choice)
 - Discipline if Other
- Position in the Executive Committee (EC):
 - Position in EC (Rich text)
If Position in the Executive Committee (EC): Yes, which position
- Deputy
 - Deputy Title(s) (Choice)
 - Deputy First Name(s)
 - Deputy Last Name(s)
 - Deputy position in the Institution
 - Deputy Phone
 - Deputy Email
 - Deputy Field / Discipline (Choice)
 - Discipline if Other
- Other Staff members with connections to CETAF:
(Rich text)
 - Title(s):
 - Name(s):
 - Phone:
 - e-mail:
 - Position:
 - Research field:

4.1.3 Passport Collections

The Passport Collections is a child object of the Institution and the parent object of the Collection Registry.

The unique identification of the collection is very important in the Collection registry. The CETAF CR uses the ID provided by the GRSCICOLL database housed by GBIF. The index Herbarium code is also considered.

BE-RBINS Passport Collections

by [Patrick Semal Admin](#) — last modified Nov 10, 2020 05:01 PM



Identification and description

LSID/GRSCICOLL URI

If available provide the LSID code

<http://biocol.org/urn:lsid:biocol.org:col:35271>

Index Hebarium code

If available provide the Index Herbarium code

Outstanding collection features

The Museum galleries only display a fraction of the wealth of our Institute: we have an estimated **38 million specimens** in our vaults. That makes us one of the ten most important natural history collections in the world, as well as the largest in Europe after Paris and London. Treasures such as the Bernissart Iguanodons, the Spy Neanderthals, the Dautzenberg shell collection, the four fragments of moon rock, the thylacine (Tasmanian wolf), and Baron De Selys Longchamps' insect collections are unique in the world.

These collections, which are the result of many decades of exploration and research, help us to better understand the history of life on Earth and biodiversity, and to come up with better ways of protecting the environment. Today, with the aid of modern technology, scientists are making new discoveries about this natural heritage.

The collections can be roughly divided up into six categories: **entomology**, **recent invertebrates**, **recent vertebrates**, **anthropology**, **palaeontology** and **geology**.

File info

Additional information

No file

Genetic repositories

Link to genetic repository

e.g. Index Seminum

Title	Link

Figure 15. The view interface of the Collections Section of an Institution

The Collection Passport information is divided in 4 sections :

- Identification and description
- Collection statistics
- Heritage science
- Contact

The  icon allows editing the Collections Passport information.

Edit CETAF Passport Collections

None



Default - Identification and description Collections statistics Heritage Science Contact

Title

BE-RBINS Passport Collections

Summary

Used in item listings and search results.

Save Cancel

Figure 16. The edit interface of the Collections Section of an Institution

Section Identification and description

- LSID/GRSCICOLL URI
- Index Herbarium code
- Outstanding collection features (Rich text)
- File info (File)
- Genetic repositories (Choice)
- Link to genetic repository (Rich text)

Heritage Science:

- Library
- Archives
- Other Heritage

Contact:

- Title(s) (Choice)
- First Name(s)
- Last Name(s)
- Position in the Institution
- Phone
- Email
- Field / Discipline (Choice)
 - Discipline if Other

The  icon allows to view or edit the link url of the Collection web page on the institution website (use the UK version if available).

Click on  on the right menu if you have the edition rights and change the url if needed.

Edit Link

Links to an internal or external resource.

Default
Categorization
Dates
Creators
Settings

Title ■

Link

Description

Used in item listings and search results.

Format (no change) ▼

URL ■

<http://www.naturalsciences.be>

Change note

Enter a comment that describes the changes you made.

Figure 17. Collection URL edition view

Otherwise, if you do not have the edition rights you will open the Collections page on the website of the institution.

The  icon to export the Collection Passport information and main collection of the CETAF collection registry as an XLS file. The indicated date in the table is the most recent modification date.

Export CETAF Passport Collections and Collections

by Patrick Semal Admin — last modified Sep 26, 2020 04:32 PM

Show 100 entries

Search: First Previous 1 Next Last

Items	date
 . BE-RBINS Passport Collections	2020/09/26
 . BE-RBINS ANT	2020/09/25
 . BE-RBINS DAT	2020/09/25
 . BE-RBINS EXT	2020/09/25
 . BE-RBINS GEO	2020/09/25
 . BE-RBINS-HER	2020/09/25
 . BE-RBINS IZ	2020/09/25
 . BE-RBINS MOL	2020/09/25
 . BE-RBINS PAL	2020/09/25
 . BE-RBINS VZ	2020/09/25

Showing 1 to 10 of 10 entries Print

 Excel export

Figure 18. The dynamic list of the main collections of an Institution with XLS export

Click on "Excel export" to export as an XLS file and choose if you want to open it directly in your spreadsheet application or if you prefer to download the file on your local system.

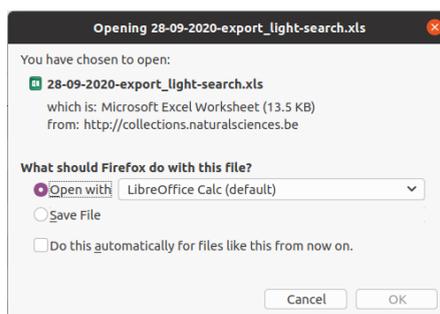


Figure 19. Export widget of collections and sub-collections as XLS file



Collection Management System

The  icon allows users to provide information about the Collection(s) management system(s) used by the institution.

The Collection Management System is a child object of the Collection Passport information. You can see this in the path address. You can always return to a higher level using the links of this path address.

The  icon allows editing the Collections Management System.

Edit Collection Management System

Describes the level of digitization

Default - General Multimedia server Contact

Title

BE-RBINS Collection Management System

Summary

Used in item listings and search results.

Save

Cancel

Figure 20. Edition interface of the Collection Management system

The Collection Management System information is divided in 4 sections:

Default

- Title
- Summary (visible in the search result tables)

General:

- Collection Management System Name (string)
- Collections using this CMS (Multichoice following the Synthesis + division)
- CMS Description (RichText)
- CMS Licence (Choice)

- Free
 - Commercial
 - Open Source (Yes / No)
if Open Source type of Licence
 - GNU GPLv1
 - GNU GPLv2
 - GNU GPLv3
 - GNU LGPL
 - GNU Affero General Public
 - GNU FDL
 - BSD
 - BSD Modified
 - FreeBSD
 - Apache License, v1
 - Apache License, v2
 - Zero Clause BSD
 - MIT Licence
 - W3C
 - Eclipse P
 - GitHub Ressource (Link)
 - CMS Development (Choice)
 - In house development
 - External development
 - Consortium (e.g. DINA)
 - Data Standards
 - DarwinCore
 - DublinCore
 - ABCD
 - ABCD EFG
 - ABCD EFG DNA
 - INSPIRE
 - OAI-PMH
 - Z 39-50
 - OGC
 - Other
 - Data standard if Other
 - Communication Standards
 - REST
 - BioCASE
 - OAI-PMH
 - SQL
 - Other
 - Communication Standards if Other
- CETAF Permalink (Yes / No)
GBIF IPT (Yes / No)
API REST/JSON (Yes / No)
Server OS
 - Windows

- Apple
- Linux

Client OS

- Desktop Windows
- Desktop Apple
- Desktop Linux
- web application Intranet
- web application Internet
- Cloud storage
- Mobile client

Multimedia Server:

- Multimedia Server Name
- Collections using this
- MS Description (RichText)
- MS Licence (Choice)
 -
- Open Source (Yes / No)
- Multimedia Server Integration
- IIIF Compatibility (Yes / No)
- IIIF Viewer
 - Universal Viewer
 - Mirador
 - OpenLayers
 - Other
- Viewer 3D

Contact:

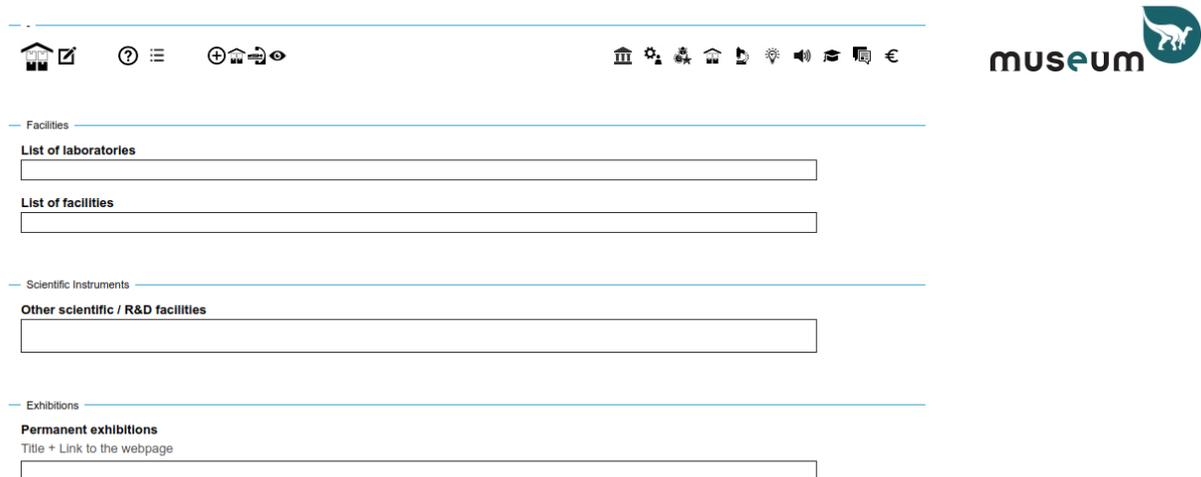
- Title(s) (Choice)
- First Name(s)
- Last Name(s)
- Position in the Institution
- Phone
- Email
- Field / Discipline (Choice)
 - Discipline if Other
- ORCID ID

4.1.4 Passport Facilities

The Passport Facilities information is a child object of the Institution. You can see this in the path address. You can always return to a higher level using the links of this path address.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Facilities](#)

BE-RBINS Passport Facilities



The screenshot shows the 'BE-RBINS Passport Facilities' page. At the top right is the 'museum' logo. Below it is a navigation bar with icons for home, search, list, add, edit, and currency. The main content area is divided into three sections:

- Facilities**: Contains two sub-sections: 'List of laboratories' and 'List of facilities', each with a text input field.
- Scientific Instruments**: Contains one sub-section: 'Other scientific / R&D facilities' with a text input field.
- Exhibitions**: Contains one sub-section: 'Permanent exhibitions' with a label 'Title + Link to the webpage' and a text input field.

Figure 21. View of the facility section of one collection

The Passport Facilities information is divided in 3 sections:

- Facilities
- Scientific Instruments
- Exhibitions

The  icon allows editing the Passport Facilities information.

Section Facilities

- List of laboratories
- List of facilities

Section Scientific Instruments:

- Other scientific Instruments / R&D facilities (Rich Text)

Section Exhibitions:

- Title + Link to the webpage (Rich Text)

The  lists all the Facilities, the Scientific equipments and the Exhibitions in the Institution

The   allows to add a [Facility](#)

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Facilities](#)

Add CETAF Passport Facility

None

Default - Facility Description Contact

Title

Summary
Used in item listings and search results.

Save Cancel



Figure 22. Edit interface of the facility section of one institution

The   allows to add a [Scientific instrument](#)

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Facilities](#) / [BE-RBINS Imagery Platform](#)

Add CETAF Passport Scientific Instrument

None

Default - Scientific Instrument Contact

Title

Summary
Used in item listings and search results.

Save Cancel



Figure 23. Edit interface of the scientific instrument object of one institution

The   allows to add an [exhibition](#)

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Facilities](#)

Add CETAF Passport Exhibition

None

Default - Exhibition Virtual Visit

Title

Summary
Used in item listings and search results.

Save Cancel



Figure 24. Edit interface of the exhibition object of one institution

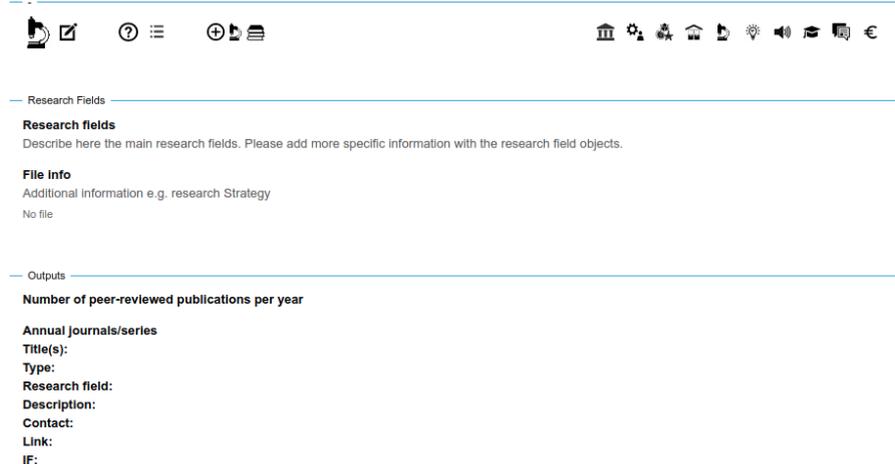
4.1.5 Passport Research

The Passport Research information is a child object of the Institution. You can see this in the path address. You can always return to a higher level using the links of this path address.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Research](#)

BE-RBINS Passport Research

by [Patrick Semal Admin](#) — last modified Oct 01, 2020 10:40 PM



Research Fields

Research fields
Describe here the main research fields. Please add more specific information with the research field objects.

File Info
Additional Information e.g. research Strategy
No file

Outputs

Number of peer-reviewed publications per year

Annual Journals/series
Title(s):
Type:
Research field:
Description:
Contact:
Link:
IF:

Figure 25. View of the research section of one institution

The Passport Research information is divided in 3 sections:

- Research Fields
- Outputs
- Contact

The  icon allows editing the Passport Research Facilities information.

Section Research Fields:

- Research Fields (Rich Text)
- File info

Outputs:

- Number of peer-reviewed publication per year (integer)
- Year of reference (string)
- Annual journals/series (Rich text)
- Title(s):
- Type:
- Research field:
- Description:
- Contact:
- IF:
- Link:

Contact:

- Titles (choice)
- First Name'(s) (String)
- Last name(s) (String)
- Position in the Institution (String)
- Phone (String)
- Email (String)
- Field/Discipline (Multiple choice)
 - Discipline if other (String)
- ORCID ID

The  lists all the Research Fields and the Publications in the Institution.

The   allows to add a [Research field](#)

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Research](#)

Add CETAF Passport Research Field

None

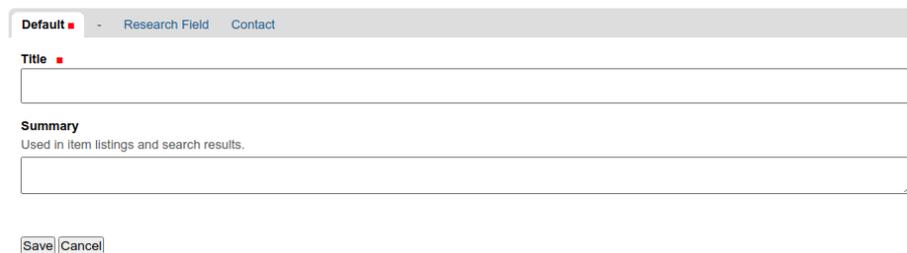


Figure 26. Edition interface of the research field object of one institution

Research Field

The Research field information is a child object of the Passport Research. You can see this in the path address. You can always return to a higher level using the links of this path address.

The Research Field information is divided in 3 sections:

- Default
- Research Field
- Contact

The  icon allows users to edit the Research Field information.

Default description

- Title (String)

It will be displayed in the list(s). Please use an adequate title. Use the ISO code of the country, the acronym of the Institution and the name of the Research Field
e.g. BE-RBINS Evolution
- Summary (Text)

It will be displayed in the list(s). Describe the facility in one sentence with few

keywords

Section Research Field:

- Research topic (Multiple choice)
- Summary of Research Field (Rich text)
- Attached file (File)
- Links (Rich text)

Contact:

- Titles (choice)
- First Name'(s) (String)
- Last name(s) (String)
- Position in the Institution (String)
- Phone (String)
- Email (String)
- Field/Discipline (Multiple choice)
- Discipline if other (String)

The   allows to add a [Passport publication](#)

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Research](#)

Add CETAF Passport Publication

None

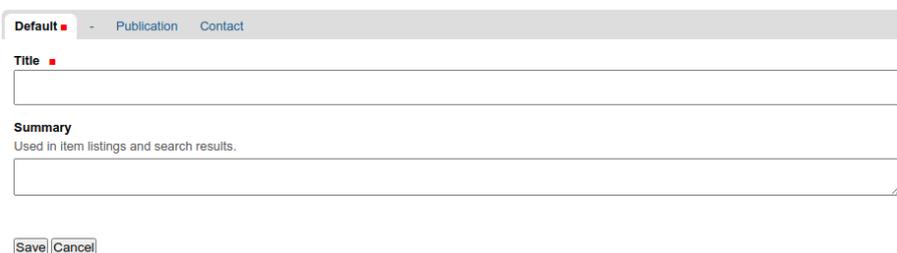



Figure 27. Edition interface of the publication field object of one institution

The Scientific publication information is divided in 3 sections:

- Default
- Publication
- Contact

The  icon allows users to edit the Research Field information.

Default description

- Title (String)
It will be displayed in the list(s). Please use an adequate title. Use the full name of the publication
e.g. European Journal of Taxonomy
- Summary (Text)
It will be displayed in the list(s). Describe the facility in one sentence with few keywords

Section Publication

- Publication short title (String)
- ISSN (String)
- Impact Factor (String)
- Year of reference (String)
- Research field (Multiple choice)
- Periodicity (Choice)
- Publication type (Multiple choice)
- Links (Rich text)
- Publication Iframe (Rich text)

Contact:

- Titles (choice)
- First Name'(s) (String)
- Last name(s) (String)
- Position in the Institution (String)
- Phone (String)
- Email (String)
- Field/Discipline (Multiple choice)
 - Discipline if other (String)
- ORCID ID

The ☰ lists in a new tab all the Research Fields and Publications in the Passport Research of the institution.

Click on "Excel export" to export as an XLS file and choose if you want to open it directly in your spreadsheet application or if you prefer to download the file on your local system.

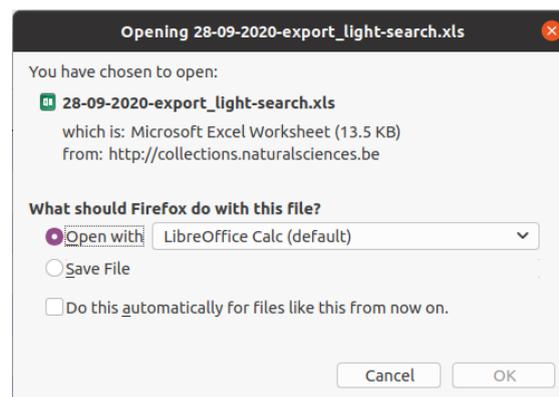


Figure 28. Export widget of the research fields and publications of an institution as XLS file

4.1.6 Passport Taxonomic Expertise

The Passport Taxonomic Expertise information is a child object of the Institution. You can see this in the path address. You can always return to a higher level using the links of this path address.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Taxonomic Expertise](#)

BE-RBINS Passport Taxonomic Expertise

by Patrick Semal Admin — last modified Oct 01, 2020 10:40 PM

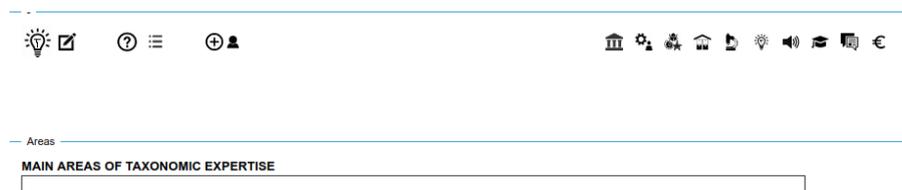


Figure 29. View of the Taxonomic expertise section of an institution

The Passport Facilities information is divided in 1 section:

- Areas

The  icon allows editing the Passport Taxonomic Expertise information.

Areas:

- Main Areas of Taxonomic Expertise (Rich Text)

It is also possible to add individual taxonomic expertise. The  lists all the list of Collections staff and Staff members with taxonomic expertise in the Institution

The  allows to add a [Staff member with expertise](#)

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Taxonomic Expertise](#)

Add Staff member

None

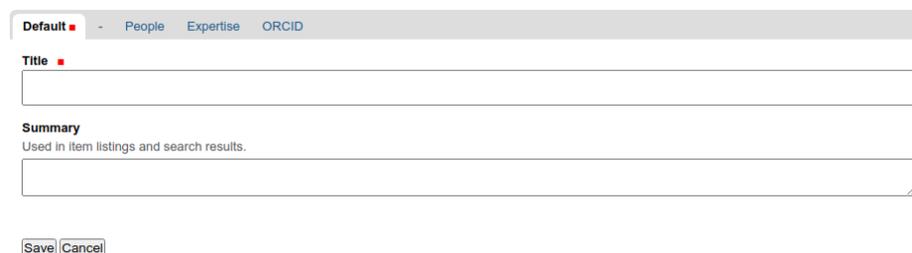


Figure 30. Add Staff member interface



Staff Member with Expertise

The Expertise by Staff Member is a child object of the Taxonomic expertise Passport. You can see this in the path address. You can always return to a higher level using the links of this path address.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Collections](#) / [Collections](#) / [BE-RBINS ANT](#) / [BE-RBINS ANT Curator](#)

BE-RBINS ANT Curator

by [Patrick Semal Admin](#) — last modified Sep 25, 2020 01:13 PM — [History](#)

People

First Name
Patrick

Last Name
Semal

Status
Permanent staff

Collection work
head of collections, conservator

Full Time Equivalent
in %
100

Research Work
Scientist

Full time Research equivalent
in % of FTE
20

Master Year
1987

Master discipline
Anthropology

Master Title

Anthropology

Figure 31. View of a staff member

The Collection Collection Staff Member is divided in 3 sections :

- People
- Expertise
- ORCID

The  icon allows the editing of the Staff Member.

Edit Collection staff member

None

Default - People Expertise ORCID

Title

BE-RBINS ANT Curator

Summary
Used in item listings and search results.

Save Cancel

Figure 32. Edit interface of a staff member

People:

- First Name
- Last Name
- Status (Choice)
- Collection work (Multiple choice)

- Full Time Equivalent percentage
- Research work (Multiple choice)
- Full Time Research equivalent percentage
- Master Year
- Master Discipline
- Master Title (Text)
- PhD Year
- PhD Discipline
- PhD Title
- Link to staff page

Expertise:

- Discipline (Multiple choice)
- Geography (Multiple choice)
- Description (Rich text)

ORCID:

- ORCID ID e.g. <https://orcid.org/0000-0002-4048-7728>
- ORCID View (Rich text with Iframe)
Edit the HTML source and replace **ORCID-ID** by the id provide by orchid.org for a specific person e.g. 0000-0002-4048-7728

```
<table border="0" cellpadding="1" cellspacing="1" style="width:800px">
<tbody>
<tr>
<td>
<h6><a href="https://orcid.org/ORCID-ID" target="_blank">Open in a new window</a></h6>
</td>
</tr>
</tbody>
</table>
<p><iframe height="500" src="https://orcid.org/ORCID-ID" width="100%"></iframe></p>
```

The  icon opens in a new tab the list of the staff members with expertises (including collection staff members).

List of collections staff and staff with taxonomic expertise

by Patrick Semal Admin — last modified Oct 01, 2020 10:40 PM — [History](#)

Search text

Show entries

all items in current results

Items

-  [BE-RBINS VZ-MAM Curator](#)
-  [BE-RBINS VZ-BIR Curator](#)
-  [BE-RBINS VZ-REP Curator](#)
-  [BE-RBINS VZ-AMP Curator](#)
-  [BE-RBINS VZ-FIS Curator](#)
-  [BE-RBINS IZ-OTH Curator](#)
-  [BE-RBINS IZ-POR Curator](#)
-  [BE-RBINS IZ-MOL Curator](#)
-  [BE-RBINS IZ-CRU Curator](#)
-  [BE-RBINS IZ-ARA Curator](#)
-  [BE-RBINS IZ-INS2 Curator](#)
-  [BE-RBINS DAT Curator](#)
-  [BE-RBINS DAT-OTH Curator](#)
-  [BE-RBINS DAT-DAT Curator](#)
-  [BE-RBINS DAT-NS Curator](#)
-  [BE-RBINS HER-OTH Curator](#)
-  [BE-RBINS HER-MOD Curator](#)

Figure 33. List of the Collections staff and a staff with taxonomic expertise with XLS export

Click on "Excel export" to export as an XLS file and choose if you want to open it directly in your spreadsheet application or if you prefer to download the file on your local system.

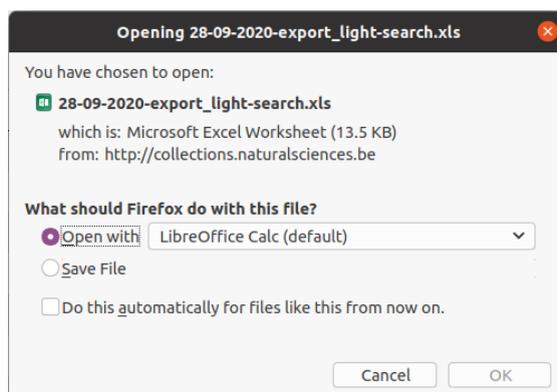


Figure 34. Export widget of the Collections staff and staff of an institution with XLS file

4.1.7. Passport Public relations & Communication

The Passport Public relations & Communication information is a child object of the Institution. You can see this in the path address. You can always return to a higher level using the links of this path address.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Public relations & Communication](#)

BE-RBINS Passport Public relations & Communication

by Patrick Semal Admin — last modified Oct 01, 2020 10:40 PM

General

Description of main activities carried in communication and outreach
(if available, with links to the specific websites of the referred activities)

Visitors statistics

Last year public visitors
(to Exhibitions, Gardens, Collections etc.)

Trends public visitors
(to Exhibitions, Gardens, Collections etc.)

Website visitors per year
(if available)

RSS / Social media / other means

Communication tools
(please delete what does not apply)

Title: Institution news
Name(s):
Other:
Link:

Title: Career opportunities
Name(s):
Other:
Link:



Figure 35. view of the Public relations & communication section of an institution

The  icon allows users to edit the Passport Public relations & Communication information.

The Passport Public relations & Communication information is divided in 4 sections:

- General
- Visitors statistics
- RSS / Social Media / other means
- Contact

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Public relations & Communication](#)

Edit CETAF Passport Public relations & Communication

None

Default - General Visitors statistics RSS / Social media / other means Contact

Title

BE-RBINS Passport Public relations & Communication

Summary
Used in item listings and search results.

Save Cancel



Figure 36. Edit interface of the Public relations & communication section of an institution

General

- Description of main activities carried in communication and outreach (Rich Text)

Visitors statistics:

- Last year public visitors (integer)

- Trends public visitors (Rich text)
- Website visitors per year (Integer)

RSS / Social Media / other means:

- Communication tools (Rich Text)

Category: Institution news

Link:

Other: (e.g. social media)

Category: Career opportunities

Link:

Other:

Category: Training

Link:

Other:

Category: Research updates

Link:

Other:

Category: Workshop / Events

Link:

Other:

Category: On-line Media Gallery (specimen photographs, taxon image, line drawings live photographs, character states, glossary terms...)

Link:

Other:

Others:

Link:

Edition of communication material (Rich text)

Title: Logo and promotional material

Link:

Title: e-Journal

Name:

Link:

Title: Printed News

Name(s):

Link to source:

Title: Own editions

Name(s):

Other:

Link to source:

- Facebook (String)
- Twitter (String)
- Instagram (String)

- Youtube (String)
- TikTok (String)

Contact:

- Titles (choice)
- First Name'(s) (String)
- Last name(s) (String)
- Position in the Institution (String)
- Phone (String)
- Email (String)
- Field/Discipline (Multiple choice)
 - Discipline if other (String)

4.1.8 Education and Training

The Passport Education and Training information is a child object of the Institution. You can see this in the path address. You can always return to a higher level using the links of this path address.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Education and Training](#)

BE-RBINS Passport Education and Training

by [Patrick Semal Admin](#) — last modified Oct 01, 2020 10:40 PM

















Description

Description of main activities carried in communication and outreach with universities
 Is your Institution involved with Universities in any teaching / education programme? Could you please identify and briefly explain it? (if available, with links to the specific websites of the referred activities)

Description of main activities carried in communication and outreach with non-universities
 Is your Institution involved in a non-University based Education Programme? With other partners? (Please identify the programme(s) and the link(s) to the specific website(s))

Description of On-Line education courses
 Does your Institution give any On-Line education courses? Which ones? Since when? With other partners? Is it a regular programme?

Figure 37. view of the Education and Training section of an institution

The  icon allows editing the Passport Education and Training information.

The Passport Public relations & Communication information is divided in 2 sections:

- Description
- Contact

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Education and Training](#)

Edit CETAF Passport Education and Training

None

Default
- Description
Contact



Title

BE-RBINS Passport Education and Training

Summary
 Used in item listings and search results.

Figure 38. Edit interface of the Education and Training section of an institution

Description:

- Main activities carried in communication and outreach with universities (Rich Text)
- Main activities carried in communication and outreach with non-universities (Rich Text)
- On-Line education courses (Rich Text)
- Other activities carried in communication and outreach (Rich Text)
- Description of main activities carried out in training (Rich Text)

Contact:

- Titles (choice)
- First Name'(s) (String)
- Last name(s) (String)
- Position in the Institution (String)
- Phone (String)
- Email (String)
- Field/Discipline (Multiple choice)
 - Discipline if other (String)

4.1.9 Interests & Involvement

The Passport Interests & Involvement information is a child object of the Institution. You can see this in the path address. You can always return to a higher level using the links of this path address.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Interests & Involvement](#)

BE-RBINS Passport Interests & Involvement

by [Patrick Semal Admin](#) — last modified Oct 01, 2020 10:40 PM

















— Current —

MAIN TOPICS OF CURRENT INTEREST FOR YOUR INSTITUTION
(Identify which are the 3 most relevant topics that your Institution is involved in, e.g. electronic floras, systematic research, DNA barcoding, etc)

— Future —

MAIN TOPICS OF FUTURE INTEREST FOR YOUR INSTITUTION
(Identify the 3 most relevant topics that your Institution would like to be involved with in the future, and would look forward to participating in via CETAF)

— GBIF —

[GBIF Institution View](#)

Figure 39. view of the Interest & Involvement section of an institution

The  icon allows editing the Passport Interests & Involvement information. The Passport Public relations & Communication information is divided in 3 sections:

- Current
- Future
- GBIF

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Interests & Involvement](#)

Edit CETAF Passport Interests & Involvement

None

Default - Current Future GBIF

Title

BE-RBINS Passport Interests & Involvement

Summary

Used in item listings and search results.



Figure 40. Edit interface of the Interest & Involvement section of an institution

Current:

- Main topics of current interest for your institution (Rich Text)

Future:

- Main topics of future interest for your institution (Rich Text)

GBIF:

- GBIF Institution page (String)
- GBIF Institution View (Rich Text)
- with Iframe

4.1.10. Passport Finances

The Passport Finances information is a child object of the Institution. You can see this in the path address. You can always return to a higher level using the links of this path address. It is also private information not available without specific access rights.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Finances](#)

BE-RBINS Passport Finances

by Patrick Semal Admin — last modified Oct 01, 2020 10:40 PM



Budget

OPERATING BUDGET * (in €)
 SCIENTIFIC AND COLLECTIONS BUDGET for the last fiscal year, including STAFF costs. This figure refers to the Operational budget (core institutional budget) as outlined in the new CETAF A.I.S.B.L. business and organisational model that was adopted at the CETAF44 General Meeting in Bratislava.

Any other relevant information on the operating budget
 (e.g.: new expected income sources, critical issues, etc.)

Resources

Internal resources
 in € (eg shops, entrance fees, exhibitions fees, etc)

Internal percentage
 % of the total

External resources
 in €

External percentage
 % of the total

Figure 41. view of finances section of an institution

The  icon allows editing the Passport Finances information.

The Passport Public relations & Communication information is divided in 2 sections:

- Budget
- Ressources

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Finances](#)

Edit CETAF Passport Finances

None

Default - Budget Resources

Title

BE-RBINS Passport Finances

Summary
 Used in item listings and search results.



Figure 42. Edit interface of finances section of an institution

Budget:

- Operating budget in € (Integer)
 SCIENTIFIC AND COLLECTIONS BUDGET for the last fiscal year, including STAFF costs. This figure refers to the Operational budget (core institutional budget) as outlined in the new CETAF A.I.S.B.L. business and organisational model that was adopted at the CETAF44 General Meeting in Bratislava.

- Any other relevant information on the operating budget (Rich Text) (e.g.: new expected income sources, critical issues, etc.)

Ressources:

- Internal resources in € (Integer)
- Internal % (Integer)
- External resources in € (Integer)
- External % (Integer)

4.2 The CETAF and DiSSCo Collections Registry

The Collection Registry is a child object of the Collections Passport.

4.2.1 Collections division

The collection division was established by the Synthesis + project in the framework of the collection survey (WP xx Task yy). It divided the natural history collections into main collections: Anthropology, Botany, Zoology Invertebrates, Zoology Vertebrates, Paleontology, Geology, Extraterrestrial and Micro-organisms. The CETAF collection Registry encompasses also the molecular collection, as well as the Heritage and Data collections. Each collection is divided into sub-collections e.g. Zoology Vertebrates is divided into Mammals, Birds, Fishes, Amphibians and Reptiles sub-collections. The Unspecified sub-collection provides information about non classified specimens and the Other sub-collection allows to describe identified assemblages which are not covered by the Synthesis + division e.g. the Echinoderms collection in the Zoology Invertebrates collection.

The ☰ icon allows to view the list of the main collections of the institution.

Collections

by [Patrick Sernal Admin](#) — last modified Sep 25, 2020 12:40 PM

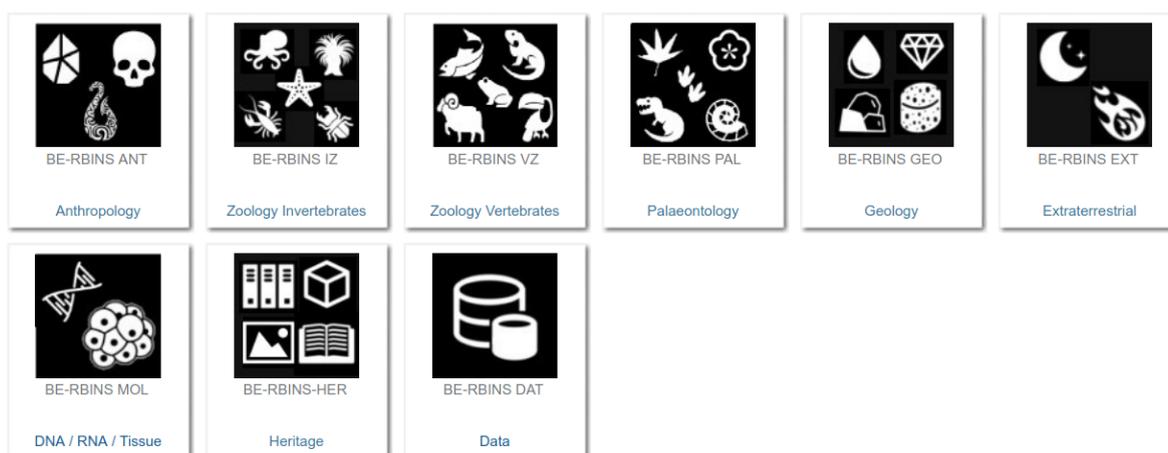


Figure 43. The main collections menu

The collections are divided in 11 main categories which are themselves divided in

sub-collections *:

- Anthropology
 - Anthropology unspecified
 - Human Biology
 - Archaeology
 - Anthropology other

- AFP Algae, Funfi, Plants (ex Botany)
 - AFP unspecified
 - Algae
 - Fungi and lichens
 - Bryophytes
 - Pteridophytes
 - Seeds plants
 - Botany other

- Zoology Invertebrates
 - Invertebrates unspecified
 - Arthropods - insects (Lepidoptera, Diptera, Hymenoptera, Coleoptera)
 - Arthropods - other insects
 - Arthropods - arachnids
 - Arthropods - crustaceans & myriapods
 - Mollusca (bivalves, gastropods, cephalopods)
 - Porifera (sponges)
 - Invertebrates other

- Zoology Vertebrates
 - Vertebrates unspecified
 - Fishes
 - Amphibians
 - Reptiles
 - Birds
 - Mammals
 - Vertebrates other

- Palaeontology
 - Palaeontology unspecified
 - Botany & Mycology
 - Fossil invertebrates
 - Fossil vertebrates
 - Traces
 - Microfossils
 - Palaeontology other

- Geology
 - Geology unspecified
 - Mineralogy

- Sedimentology
- Petrology
- Geology other

- Extraterrestrial
 - Extraterrestrial unspecified
 - Collected in space
 - Collected on Earth
 - Extraterrestrial Other

- Micro-organisms
 - Micro-organisms unspecified
 - Bacteria
 - Phages
 - Plasmids
 - Protozoa
 - Virus of animals and humans
 - Virus of plants
 - Yeast and fungi
 - Micro-organisms other

- Molecular collections
 - Molecular unspecified
 - DNA
 - Tissues
 - Molecular other

- Heritage
 - Heritage unspecified
 - Library
 - Archives
 - Pictures
 - Sounds
 - Models
 - Heritage other

- Data
 - Data unspecified
 - Data
 - Data Other

* It is possible to add sub-collections (level 2) in sub-collections in order to increase the granularity in some collections like Zoology Invertebrates

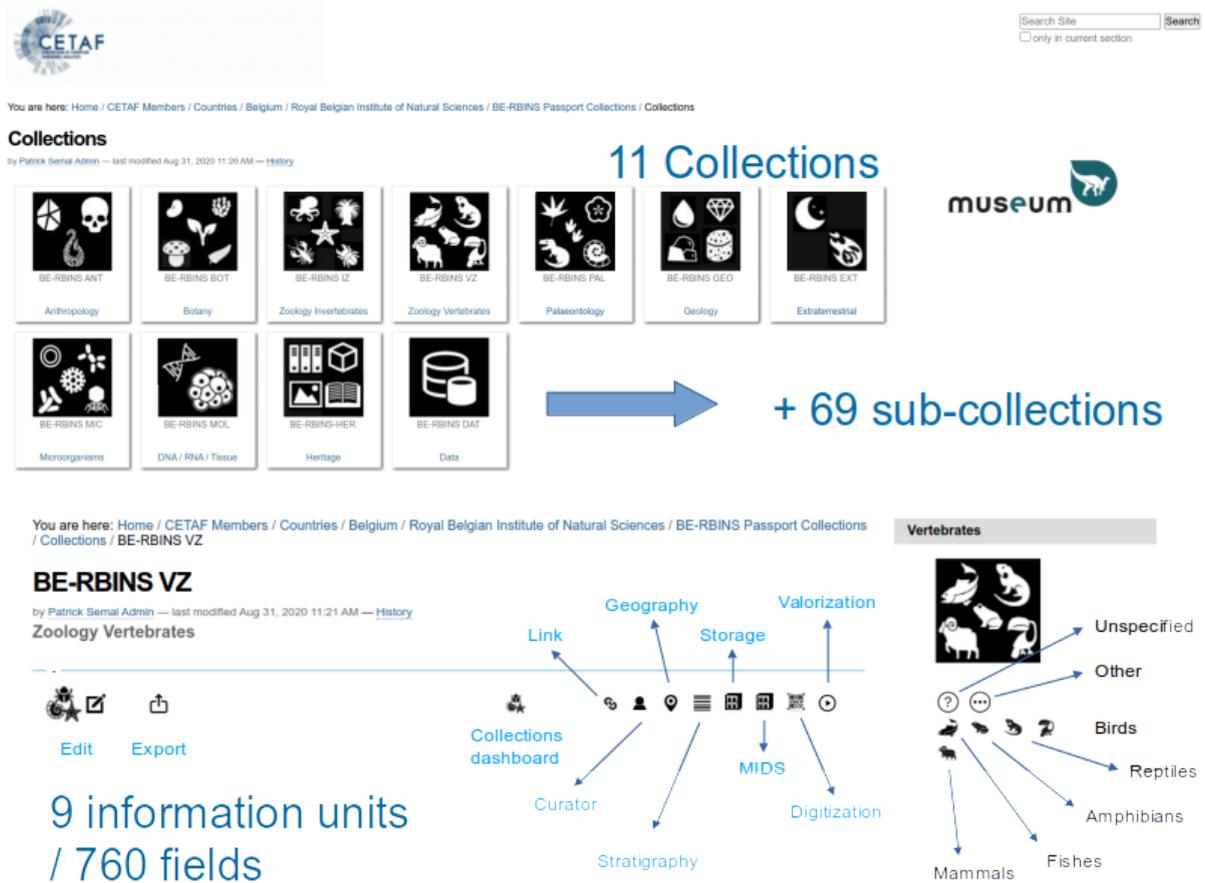


Figure 44. Overview of the Information division of the CETAF collection registry

Each collection is described with 8 information units:

-  Link
-  Collections Staff Member
-  Geography
-  Stratigraphy
-  Storage
-  Digitization
-  MIDS
-  ValORIZATION

Figure 45. Information divisions of the CETAF collection registry

4.2.1 Link

The link is a child object of the Collection or sub-collection. You can see this in the path address. You can always return to a higher level using the links of this path address. It defines the link to the url of the collection on the institution Collection Management system (use the UK version if available).

Click on  (on the right) if you have the edition rights and change the url if needed.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [Link](#)

Info You see this page because you have permission to edit this link. Others will be immediately redirected to the link's target URL.

Link

by [Patrick Semal Admin](#) — last modified Oct 05, 2020 01:55 PM — [History](#)

The link address is: <https://www.naturalsciences.be/en/science/collections>



Figure 46. Collection URL view

Otherwise, if you do not have the edition rights you will open the website of the institution.

4.2.2 Collection Staff Member

The Collection Staff Member is a child object of a collection or a sub-collection. You can see this in the path address. You can always return to a higher level using the links of this path address.

You are here: Home / CETAF Members / Countries / Belgium / Royal Belgian Institute of Natural Sciences / BE-RBINS Passport Collections / Collections / BE-RBINS ANT / BE-RBINS ANT Curator

BE-RBINS ANT Curator

by Patrick Semal Admin — last modified Sep 25, 2020 01:13 PM — History

People

First Name
Patrick

Last Name
Semal

Status
Permanent staff

Collection work
head of collections, conservator

Full Time Equivalent
in %
100

Research Work
Scientist

Full time Research equivalent
in % of FTE
20

Master Year
1987

Master discipline
Anthropology

Master Title

Anthropology

Figure 47. Collection staff member view

The Collection Collection Staff Member is divided in 3 sections :

- People
- Expertise
- ORCID

The icon allows editing the Collections Staff Member.

Edit Collection staff member

None

Default - People Expertise ORCID

Title

BE-RBINS ANT Curator

Summary
Used in item listings and search results.

Save Cancel

Figure 48. Collection staff member edition interface

People:

- First Name
- Last Name
- Status (Choice)
- Collection work (Multiple choice)

- Full Time Equivalent percentage
- Research work (Multiple choice)
- Full Time Research equivalent percentage
- Master Year
- Master Discipline
- Master Title (Text)
- PhD Year
- PhD Discipline
- PhD Title
- Email
- Link to staff page
- Phone number

Expertise:

- Discipline (Multiple choice)
- Geography (Multiple choice)
- Description (Rich text)

ORCID:

- ORCID ID e.g. <https://orcid.org/0000-0002-4048-7728>
- ORCID View (Rich text with Iframe)
Edit the HTML source and replace **ORCID-ID** by the id provide by orchid.org for a specific person e.g. 0000-0002-4048-7728

```
<table border="0" cellpadding="1" cellspacing="1" style="width:800px">
<tbody>
<tr>
<td>
<h6><a href="https://orcid.org/ORCID-ID" target="_blank">Open in a new window</a></h6>
</td>
</tr>
</tbody>
</table>
<p><iframe height="500" src="https://orcid.org/ORCID-ID" width="100%"></iframe></p>
```

The   icon allows to add another Collection staff for the same collection.

The  icon opens in a new window the list of the Collection staff members for parent collection and their sub-collections.

List of collections staff

by Patrick Semal Admin — last modified Sep 25, 2020 12:40 PM

Search text:

all items in current results

Show 100 entries Search: First Previous 1 Next Last

Items	tags
. BE-RBINS ANT Curator	
. BE-RBINS ANT-OTH Curator	
. BE-RBINS ANT-ARC Curator	
. BE-RBINS ANT-BIO Curator	
. BE-RBINS ANT-NS Curator	
. BE-RBINS ANT Collection manager	

Showing 1 to 6 of 6 entries

Figure 49. List of the collection staff member and XLS export

Click on "Excel export" to export as XLS file and choose if you want to open it directly in your spreadsheet application or if you prefer to download the file on your local system.

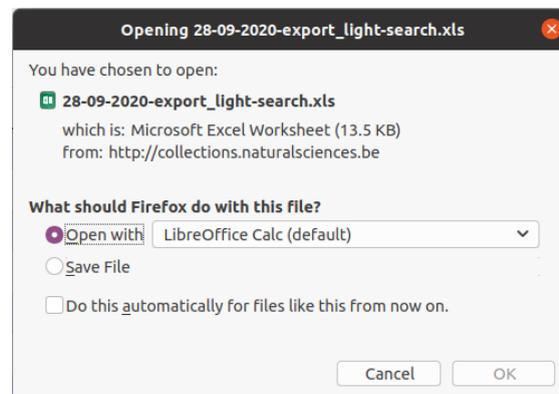


Figure 50. Export widget as XLS file

4.2.3 Collection geography

Geography is a child of the collection or sub-collection. You can see this in the path address. You can always return to a higher level using the links of this path address.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Collections](#) / [Collections](#) / [BE-RBINS ANT](#) / [BE-RBINS ANT-BIO](#) / [BE-RBINS ANT-BIO Geography](#)

BE-RBINS ANT-BIO Geography

by [Patrick Semal Admin](#) — last modified Sep 25, 2020 12:46 PM — [History](#)

Human Biology



General

Geographical Coverage
textual representation

Geographical Coverage (bounding box)
Indication of the geographical coverage. Use bounding box and locality information and save in GEOJSON format

Geography link
http://

Countries

Object Quantity
Count or estimated minimum value

Confidence (%)
Integer value

Habitats distribution

Terrestrial %

Terrestrial zones distribution

Terrestrial habitat(s) description(s)
This field describes the diversity of the terrestrial habitats represented in the collection

Freshwater %
0

Freshwater zones distribution

Freshwater habitat(s) description(s)
This field describes the diversity of the freshwater habitats represented in the collection

Figure 51. View of the geography section

The Geography information is divided in 4 sections :

General

- Geographic coverage
- Geographic coverage (bounding box)
- Geography link
- Countries (Multiple choice)
- Geography Unknown Object Quantity (Integer)
- Geography Unknown Confidence (%) (Integer)

Habitats distribution:

- Terrestrial % (Choice)
- Terrestrial zones distribution (Multiple choice)
- Terrestrial habitat(s) description (Rich Text)
- Freshwater % (Choice)
- Freshwater zones distribution (Multiple choice)
- Freshwater habitat(s) description (Rich Text)
- Marine % (Choice)
- Marines zones distribution (Multiple choice)
- Marine habitat(s) description (Rich Text)

- Extraterrestrial % (Choice)
- Extraterrestrial origin (Multiple choice)
- Extraterrestrial habitat(s) description (Rich Text)

Terrestrial zones:

- Africa Object Quantity
- Africa Confidence (%)
- Antarctic Object Quantity
- Antarctic Confidence (%)
- Asia Temperate Object Quantity
- Asia Temperate Confidence (%)
- Asia Tropical Object Quantity
- Asia Tropical Confidence (%)
- Australasia Object Quantity
- Australasia Confidence (%)
- Europe Object Quantity
- Europe Confidence (%)
- North America Object Quantity
- North America Confidence (%)
- South America Object Quantity
- South America Confidence (%)
- Pacific Object Quantity
- Pacific Confidence (%)
- World/NA Object Quantity
- World/NA Confidence (%)

Marine zones:

- Arctic Ocean Object Quantity
- Arctic Ocean Confidence (%)
- Indian Ocean Object Quantity
- Indian Ocean Confidence (%)
- North Atlantic unknown Object Quantity
- North Atlantic unknown Confidence (%)
- North Atlantic deep sea Object Quantity
- North Atlantic deep sea Confidence (%)
- North Atlantic shelf area and adjacent seas Object Quantity
- North Atlantic shelf area and adjacent seas Confidence (%)
- South Atlantic unknown Object Quantity
- South Atlantic unknown Confidence (%)
- South Atlantic deep sea Object Quantity
- South Atlantic deep sea Confidence (%)
- South Atlantic shelf area and adjacent seas Object Quantity
- South Atlantic shelf area and adjacent seas Confidence (%)
- North Pacific unknown Object Quantity
- North Pacific unknown Confidence (%) Confidence (%)
- North Pacific deep sea Object Quantity
- North Pacific deep sea Confidence (%) Confidence (%)
- North Pacific shelf area and adjacent seas Object Quantity
- North Pacific shelf area and adjacent seas Confidence (%)
- South Pacific unknown Object Quantity
- South Pacific unknown Confidence (%)
- South Pacific deep sea Object Quantity

- South Pacific deep sea Confidence (%)
- South Pacific shelf area and adjacent seas Object Quantity
- South Pacific shelf area and adjacent seas Confidence (%)
- North Pacific Object Quantity
- North Pacific Confidence (%)
- South Pacific Object Quantity
- South Pacific Confidence (%)
- Southern Ocean Object Quantity
- Southern Ocean Confidence (%)
- World/NA Object Quantity
- World/NA Confidence (%)

The   allows to add a MIDS information for one specific geographic terrestrial or marine zone. See also the [MIDS manual](#).

4.2.4 Collection stratigraphy

Geography is a child of the collection or sub-collection. You can see this in the path address. You can always return to a higher level using the links of this path address.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Collections](#) / [Collections](#) / [BE-RBINS ANT](#) / [BE-RBINS ANT-BIO](#) / [BE-RBINS ANT-BIO Stratigraphy](#)

BE-RBINS ANT-BIO Stratigraphy

by Patrick Semal Admin — last modified Sep 25, 2020 12:46 PM — [History](#)

Human Biology



Navigation icons: list, search, help, add, share, location, print, zoom, refresh, play.

General

Stratigraphical Coverage

This is a text description of the stratigraphy coverage in the collection

Stratigraphy link

Stratigraphy Distribution

Multiple choice

Help

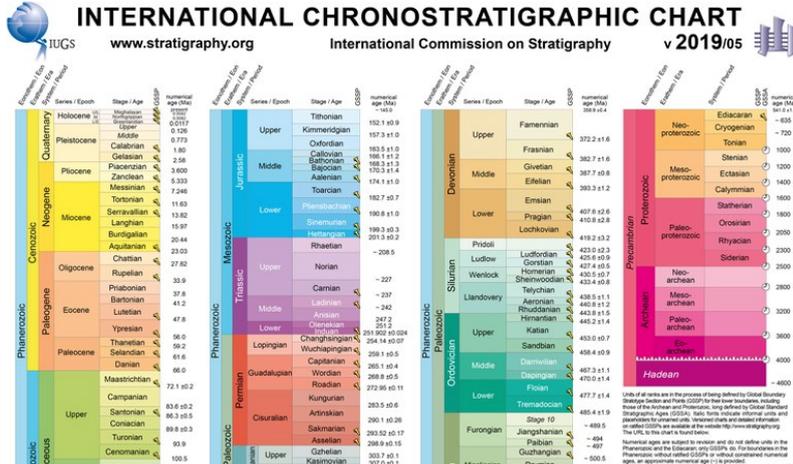


Figure 52. View of the stratigraphy section

The Stratigraphy information is composed by 1 section:

General

- Stratigraphy coverage
- Geographic Distribution (Multiple choice)
- International Chronostratigraphic chart v2019

The   allows to add a MIDS information for one specific stratigraphic sub-division. See also the [MIDS manual](#).

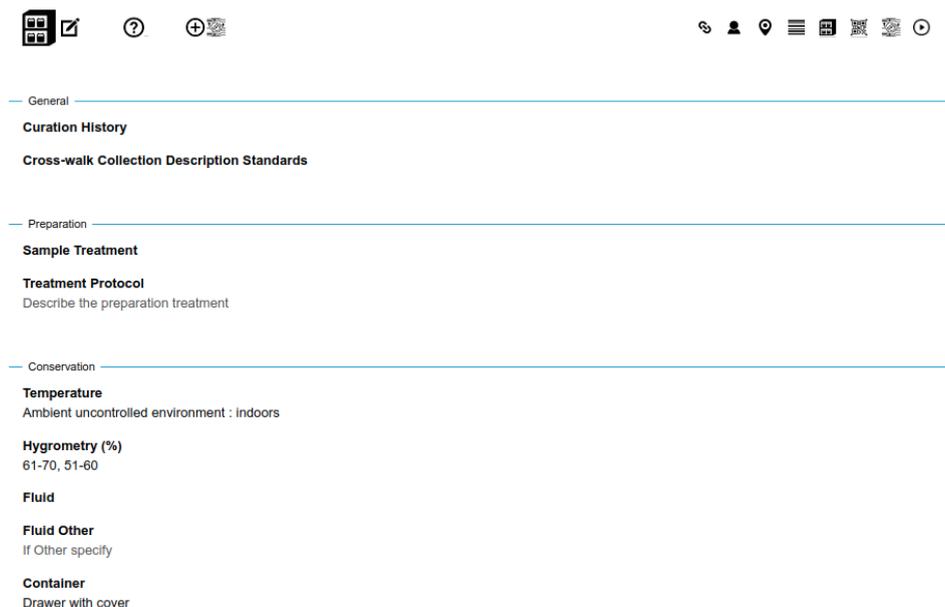
4.2.5 Collection storage

Storage is a child of the collection or sub-collection. You can see this in the path address. You can always return to a higher level using the links of this path address.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Collections](#) / [Collections](#) / [BE-RBINS ANT](#) / [BE-RBINS ANT-BIO](#) / [BE-RBINS ANT-BIO Storage](#)

BE-RBINS ANT-BIO Storage

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General

Curation History

Cross-walk Collection Description Standards

Preparation

Sample Treatment

Treatment Protocol
Describe the preparation treatment

Conservation

Temperature
Ambient uncontrolled environment : Indoors

Hygrometry (%)
61-70, 51-60

Fluid

Fluid Other
If Other specify

Container
Drawer with cover

Human Biology



Figure 53. View of the storage section

The Storage information is divided in 4 sections :

General

- Curation History (Rich Text)
- Crosswalk Collection description standards (Multiple Choice)

Préparation:

- Sample Treatment (Multiple Choice)
- Treatment Protocol (Rich text)

Conservation:

- Temperature (Multiple Choice)
- Hygrometry (Multiple Choice)
- Fluid (Multiple Choice)
- Fluid Other
- Container (Multiple Choice)
- Container Material (Multiple Choice)

Labelling:

- Label media (Multiple Choice)
- Labelling system (Multiple Choice)
- if Other (Rich Text)
- Label Information

The  allows to add a MIDS information for one specific storage category defined by the Crosswalk Collection description standards See also the [MIDS manual](#).

4.2.6 Collection digitization

Digitization is a child of the collection or sub-collection. You can see this in the path address. You can always return to a higher level using the links of this path address.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Collections](#) / [Collections](#) / [BE-RBINS ANT](#) / [BE-RBINS ANT-BIO](#) / [BE-RBINS ANT-BIO Digitisation](#)

BE-RBINS ANT-BIO Digitisation

by Patrick Semal Admin — last modified Sep 25, 2020 12:46 PM

General

Proportion digitized

Digitization Priorities

Institution database Iframe

List of digitized specimens

Imaging

Target
detailed, overview

Technique
2D : picture, 2D : picture SEM, 3D : internal : microcomputed tomography, 3D : internal : computed tomography, 3D : surface : photogrammetry, 3D : surface : scan : structure ligth, 3D : surface, 2d+ : multispectral

Calibration
scaled, calibrated, internal scale

Setup description

Information

What
Record: creator, Deposited: Institute name, Taxon: name(s), Material type: Storage, Material type: BioGeo, UI: Unique identifier, Record: creation date&time, Material type: GeoPaleo (if applicable)

Who
Collector: name

When
Collection: date (if present on specimen)

Human Biology



Figure 54. View of the digitization section

The Digitization information is divided in 3 sections :

General

- Proportion digitized (Choice)
- Digitization priorities
- Institution Collection Management system Iframe

- List of digitized specimens (Rich Text with the possibility to include an Iframe)

Imaging:

- Target (Multiple Choice)
 - overview
 - label
 - detailed
 - tray
- Technique (Multiple choice)
 - 2D : scan
 - 2D : picture
 - 2D : picture macroscopy
 - 2D : picture microscopy
 - 2D : picture SEM
 - 2D+ : photostacking
 - 2d+ : multispectral
 - 3D : surface
 - 3D : surface : photogrammetry
 - 3D : surface : scan
 - 3D : surface : scan : laser
 - 3D : surface : scan : laser microscopy
 - 3D : surface : scan : structure lighth
 - 3D : surface : scan : structure lighth microscopy
 - 3D : internal
 - 3D : internal : computed tomography
 - 3D : internal : microcomputed tomography
 - 3D+ : multispectral photogrammetry
- Calibration (Multiple Choice)
 - internal scale
 - scaled
 - internal color chart
 - calibrated
- Setup(s) description(s) (Rich text)

Information:

- What (Multiple choice)
 - UI: Unique identifier
 - PID: Persistent identifier (Stable URI, DOI, etc)
 - Record: creation date&time
 - Record: creator
 - Material type: BioGeo
 - Material type: Storage
 - Material type: GeoPaleo (if applicable)
 - Deposited: Institute name
 - Deposited: Institute UI (if applicable)
 - Taxon: name(s)
 - Taxon: taxon name UI (CoL+)

- Type status
- Who (Multiple choice)
 - Collector: name
 - Collector: UI
 - Collector: number (if present on specimen)
 - When
 - Collection: date (if present on specimen)
- Where (Multiple choice)
 - Geography: region (if present on specimen)
 - Geography: named locality (if present on specimen)
 - Geography: Lat Long in decimal degrees (if present on specimen)
 - Geography: altitude/depth (if present on specimen)
- Varia (Rich Text)

The   allows to add a MIDS information for one specific geographic terrestrial or marine zone. See also the MIDS manual

4.2.7 MIDS

There are 4 informations of MIDS:

1. [General MIDS indicators](#) for the (sub)collection.
These informations have to be created by user clicking  
2. [MIDS related to the Geographic zones](#)
These informations have to be created by user clicking  
3. [MIDS related to the Statigraphic units](#)
These informations have to be created by user clicking  
4. [MIDS related to the Storage categories](#)
These informations have to be created by user clicking  

MIDS-0: Minimally digitised

Modern mass-digitisation techniques are based on imaging all specimens and their labels and creating a basic DSO by interpreting any identifiers (such as barcodes) among the labels. At this level the DSO only contains metadata and zero or more media files. This level includes the following Darwin Core3 (DwC) elements that are related to the process of digitisation and collection management rather than the specimen.

1. DwC:occurrenceID – a NSId
2. DwC:institutionCode – from e.g., Index Herbariorum and other catalogues.

3. DwC:collectionCode – if exists, given by the institution.
4. DwC:catalogNumber – automatically readable from the specimen label; must be attached to the specimen prior to imaging.

MIDS-1: Regularly digitised

Includes MIDS-0 but adds basic data elements that can be entered in a bulk operation by a human operator for a number of DSOs. In other words, MIDS-1 does not include any data that must be read from the label(s) attached to the specimen(s) but instead are inherited from collection level labels. Most scientific collections include this information in their boxes and folders (plants), or drawers and unit trays (insects). These elements typically are:

1. DwC:scientificName – at some taxonomic level
2. DwC:higherGeography – at some accuracy such as ‘Europe’
3. DwC:collectionCode – within the institution. If a donated collection is being digitised as a whole this could be also the name of the collector, i.e., the same value as in DwC:recordedBy

MIDS-2: Regular

Includes MIDS-1 and the most important data elements describing the specimen and the collecting event, and which have been transcribed and interpreted from the specimen labels. These data include location, date, collector name, and scientific name, and involve using many more DwC elements, so we do not list them here. Optionally, the DwC:dynamicProperties element includes metadata of the quality control of the transcription result, following the ISO 2859 standard (e.g., Mononen et al. 2014) or some other protocol.

Additional data:

Additional data: Including images and additional media such as sounds, chemical extracts, DNABarcodes, 3D models, and OCR results does not fit in the above classification. Such media can be added at any MIDS level and should be flagged up separately in metadata. Another form of data that should be considered are links between specimens and external data sources.

The  displays in a new tab the list of the available MIDS for the collection.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Collections](#) / [Collections](#) / [BE-RBINS ANT](#) / [BE-RBINS ANT-BIO](#) / [List of MIDS](#)

List of MIDS

by Patrick Semal Admin — last modified Oct 01, 2020 10:36 PM

Current search

[X] Portal type

[X] Collection MIDS Stratigraphy (0) [X] Collection MIDS Storage (0) [X] Collection MIDS Geography (0) [X] Collection MIDS (0)

[△ Hide filters](#) [\[X\] Remove all](#)

Search text

Search:

all Items
 In current results

Portal type

Show **100** entries

Search:

[First](#)
[Previous](#)
[Next](#)
[Last](#)

Items	date
No data available in table	

Showing 0 to 0 of 0 entries

[Excel export](#)

Human Biology









Figure 55. View of the list of MIDS for one collection

4.2.8 Collection valorisation

Valorization is a child of the collection or sub-collection. You can see this in the path address. You can always return to a higher level using the links of this path address.

You are here: [Home](#) / [CETAF Members](#) / [Countries](#) / [Belgium](#) / [Royal Belgian Institute of Natural Sciences](#) / [BE-RBINS Passport Collections](#) / [Collections](#) / [BE-RBINS ANT](#) / [BE-RBINS ANT Valorisation](#)

BE-RBINS ANT Valorisation

by [Patrick Semal Admin](#) — last modified Sep 25, 2020 12:45 PM — [History](#)

General

Identifier for Citation:
doi or other identifier

Dataset Citation

Licence
No Licence

Licence Holder
RBINS

Publications

Publications describing the dataset
A list of all publications which describe the dataset

Publications based on the dataset
A list of all publications which use the data from the dataset

Websites

Website(s)
Websites which either link to a location where the data can be downloaded, or to a metadata page

GBIF

GBIF datasets using specimens from this collection

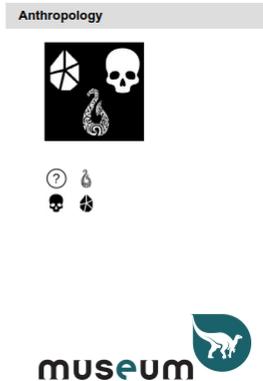


Figure 56. View of the list of the valorization section

The Valorisation information is divided in 4 sections :

General

- Identifier for citations (e.g. DOI)
- Dataset citation
- Licence (Multiple Choice)
- Licence holder

Publications:

- Publications describing the dataset (Rich text)
- Publications based on the dataset (Rich text)

Websites:

- Website(s) (Rich text)

GBIF:

- GBIF Datasets using specimens from this (sub-)collection (Rich text)

The  icon to export the Collection information and the childrens objects as an XLS file.

The screenshot shows the CETAF Institutional Profiles page. At the top left is the CETAF logo. The main heading is "Institutional Profiles". Below it, a breadcrumb trail reads: "You are here: Home / CETAF Members / Countries / Belgium / Royal Belgian Institute of Natural Sciences / Passport / BE-RBINS Passport Collection Human Biology / Export".

The "Export" section is active, showing "Show 100 entries" and a search box. Below this is a table with the following items:

Items	tags
. Link to Collection Web Page	
. BE-RBINS ANT Geography	
. BE-RBINS ANT Stratigraphy	
. BE-RBINS ANT Storage	
. BE-RBINS ANT-BIO Digitisation	
. BE-RBINS ANT Valorisation	

Below the table, it says "Showing 1 to 6 of 6 entries". There is an "Excel export" button with a red icon. An arrow points from the text "Export as XLS" to this button.

On the right side, a sidebar titled "This collection" contains several menu items with icons:

- Collection page
- Curator
- Geography
- Stratigraphy
- Storage
- Digitisation
- Valorisation
- Share icon

Figure 57. View of the list of sections of one collection

Use the Export with child objects option if you want to export the complete information about collections including the Collection Passport and all the collection registry information levels.

Export Collections with child objects

by Patrick Sernal Admin — last modified Sep 26, 2020 04:32 PM

The screenshot shows the "Export Collections with child objects" page. It features a search box and pagination controls (First, Previous, 1, 2, 3, 4, Next, Last). Below the search box is a table with the following data:

Items	date
BE-RBINS ANT	2020/09/25
. BE-RBINS ANT Collection manager	2020/09/26
. BE-RBINS ANT Curator	2020/09/25
. BE-RBINS ANT Curator	2020/09/25
. BE-RBINS ANT Digitisation	2020/09/25
. BE-RBINS ANT Geography	2020/09/25
. BE-RBINS ANT Storage	2020/09/25
. BE-RBINS ANT Stratigraphy	2020/09/25
. BE-RBINS ANT Valorisation	2020/09/25
. BE-RBINS ANT-ARC Curator	2020/09/25
. BE-RBINS ANT-ARC Digitisation	2020/09/25
. BE-RBINS ANT-ARC Geography	2020/09/25
. BE-RBINS ANT-ARC Storage	2020/09/25
. BE-RBINS ANT-ARC Stratigraphy	2020/09/25
. BE-RBINS ANT-ARC Valorisation	2020/09/25
. BE-RBINS ANT-BIO Curator	2020/09/25
. BE-RBINS ANT-BIO Digitisation	2020/09/25
. BE-RBINS ANT-BIO Geography	2020/09/25
. BE-RBINS ANT-BIO Storage	2020/09/25
. BE-RBINS ANT-BIO Stratigraphy	2020/09/25
. BE-RBINS ANT-BIO Valorisation	2020/09/25
. BE-RBINS ANT-NS Curator	2020/09/25
. BE-RBINS ANT-NS Digitisation	2020/09/25

Figure 58. The dynamic list of the main collections and sub-collections of an Institution

Click on "Excel export" to export as an XLS file and choose if you want to open it directly in your spreadsheet application or if you prefer to download the file on your local system.

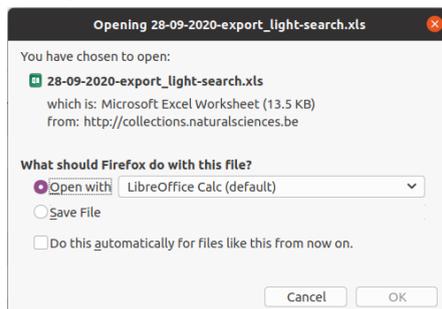


Figure 59. Export widget of collections and sub-collections as XLS file

The XLS document will be splitted in several sheets corresponding to the different type of information:

- one sheet for the Collection Staff
- one for the Geography
- one for the Stratigraphy
- one for the Storage
- etc

4.3 REST API

The CETAF Passport and the Collections Registry informations are available through the REST API in JSON format. The web service exposes all public data (and private if the access rights allow them) to the external systems.

Machines ↔ **JSON** REST API

A JSON web service API can deliver the content for harvesting or synchronisation

```

1 {
2   "id": "http://collections.naturalsciences.be/projects/digit-3/price/natural-history-museums/institut-royal-oev-science
3   "type": "Document",
4   "contributors": [],
5   "creation_date": "2014-05-06T13:00:00+02:00",
6   "creator": {
7     "name": ""
8   },
9   "description": "",
10  "language": "en",
11  "modification_date": "2015-10-11T09:15:12+02:00",
12  "parent": {
13    "id": "http://collections.naturalsciences.be/projects/digit-3/price/natural-history-museums",
14    "type": "Folder",
15    "description": "",
16    "revision_status": "private",
17    "title": "Natural History Museums"
18  },
19  "related": [],

```

Figure 60. Webservices

4.4 Interactions with ELVIS / DiSSCo

In order to limit the impact of real time requests by external services of the Plone system, we index all the information in ElasticSearch indexes which can deliver the information to the external systems in an optimal condition.

The complete schemas are on :

https://darwin.naturalsciences.be/elasticsearch_cetaf_passport/institutions_full?pretty
[Collections:](https://darwin.naturalsciences.be/elasticsearch_cetaf_passport/collections_full?pretty)

https://darwin.naturalsciences.be/elasticsearch_cetaf_passport/collections_full?pretty
[Facilities](https://darwin.naturalsciences.be/elasticsearch_cetaf_passport/facilities?pretty)

https://darwin.naturalsciences.be/elasticsearch_cetaf_passport/facilities?pretty
[Expertises:](https://darwin.naturalsciences.be/elasticsearch_cetaf_passport/expertises?pretty)

https://darwin.naturalsciences.be/elasticsearch_cetaf_passport/expertises?pretty

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